

INTERNAL SERVICE FUNDS



This section contains the budgets for the City's seven internal services funds which are administered by various departments. These funds are used to accumulate money to ensure adequate maintenance and replacement of a variety of durable capital goods, and/or to provide various internal services to other departments.

The funds in this section include:

General Liability Insurance Fund	Fund 530
Workers Compensation Insurance Fund	Fund 531
Vehicle Equipment Replacement Fund	Fund 532
Office Equipment Replacement Fund	Fund 533
Municipal Building Maintenance Fund	Fund 534
Communications Equipment Replacement Fund	Fund 535
Computer Equipment Replacement Fund	Fund 537

General Liability Insurance Fund

530.MS04A



This fund provides for a centralized funding mechanism which protects the City's assets through a comprehensive risk management program. The total cost of the fund is charged to the departments through their 62220 account line-item charges. The General Liability Insurance Fund covers the cost of Citywide insurance premiums and self-insurance programs, including general liability, property, earthquake, crime, volunteer, accidental death and dismemberment, and related broker services. The fund also covers the cost of all litigated and non-litigated claims against the City, including defense costs, settlements, judgments, and civil service arbitrations. The Management Services Department, Risk Management Division, administers the General Liability Insurance Fund.

		EXPENDITURES FY 2012-13	BUDGET FY 2013-14	BUDGET FY 2014-15	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES					
62055	Outside Legal Service	\$ 124,874	\$ 50,000	\$ 50,000	
62070	Litigation	25,260	50,000	50,000	
62070.1000	Litigation - Plaintiff	2,542	15,000	15,000	
62070.1001	Litigation - Civil Service	308,875	200,000	200,000	
62085	Other Professional Services	10,278	50,000	50,000	
62115	Litigation - Airport	113,326	100,000	100,000	
62220	Insurance	2,208,808	1,665,000	1,831,500	166,500
62220.1000	Insurance - Death & Dismembermt		100,000	100,000	
62220.1001	Insurance - Earthquake		500,000		(500,000)
62220.1005	Insurance - Special Events	1,277	3,000	3,000	
62235	Services of Other Dept - Indirect	659,080	692,539	330,979	(361,560)
62240	Services of Other Dept - Direct	496,871	308,074	289,156	(18,918)
62496	F537 Computer Equip Rental	184	479	479	
62655.1000	Burbank on Parade	245			
62875	Judgements - Uninsured Losses	1,729,847	2,500,000	2,500,000	
		5,681,467	6,234,092	5,520,114	(713,978)
FUND TOTAL		\$ 5,681,467	\$ 6,234,092	\$ 5,520,114	\$ (713,978)

Workers Compensation Insurance Fund

531.MS04A



This fund provides for the City's Workers' Compensation Program in an effort to help reduce costs and better serve City employees. Each department contributes to this fund through the applicable expenditure accounts. The Management Services Department, Risk Management Division, administers this fund.

The Administration program provides for the administration of the City's Workers' Compensation program. Costs that fall under this program include AON ESolutions, which hosts IVOS, the City's claims management software. This program also provides professional services such as training and medical services for first aid administered immediately after a minor injury.

The Re-Insurance program provides for the City's Workers' Compensation self insurance premium for protection against catastrophic Workers' Compensation claims. The City currently covers all claims up to the first two million and purchases excess Workers' Compensation insurance. The State Self Insurance Fee is the amount the City pays to the State in order to be self insured and is calculated in proportion to payroll for the most recent year available.

The Claims Reserve program largely provides for Workers' Compensation claims incurred by City employees. Major expenses that this Fund covers include:

- **Medical** - This portion of the Fund covers payments for doctors, physicians, hospitals, diagnostic testing centers, surgeries, post operative care, physical therapy, acupuncture, pharmaceuticals and chiropractic care for all claims and future medical claims with medical care provisions for life. The fund also covers the cost for bill review charges, the City's utilization review management program, as well as nurse care management when necessary.
- **Salary Continuation** - This portion of the Fund covers 4850 benefits for Police and Fire. It pays benefits up to one year of full salary on any injuries. Miscellaneous employees receive up to six months of their full salary on any injury. Once that length of time is exceeded and the employee has not returned to work, the benefits are then paid as Temporary Total Disability benefits, which is 2/3 of an employees salary with a maximum pay out of \$1,074.64 per week. This is a slight increase of \$7.92 per week as of January 1, 2014. This benefit is not to exceed 104 weeks.
- **Permanent Disability** - Permanent Disability (PD) is any lasting disability from a work injury or illness that affects an employee's ability to earn a living. This fund covers PD benefits, advances, life pension awards and final awards.
- **Legal Expenses** - This portion of the Fund covers claims that are litigated and require outside counsel. The City has a legal panel of five law firms specializing in various forms of Workers' Compensation to assist with litigation.
- **Photocopying Services** - This covers photocopying of our files and offsite medical records as well as any deposition related fees.
- **Investigative Services** - This portion of the Fund covers all investigative needs required to justify all Workers' Compensation claims by way of statements, data searches and surveillance.
- **Unemployment** - This portion of the Fund pays for unemployment benefits for former employees as required by federal and state law.

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2012-13	FY 2013-14	FY 2014-15	PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES					
62085	Other Professional Services	\$ 19,053	\$ 47,267	\$ 47,267	
62125	Medical Services	(935)	20,000	20,000	
62220	Insurance	157,942	187,500	187,500	
62220.1004	State Self-Insurance Fee	191,000	191,000	210,000	19,000
62235	Services of Other Dept - Indirect	266,707	380,288	478,614	98,326
62240	Services of Other Dept - Direct	684,882	697,513	682,954	(14,559)
62316	Software and Hardware	81,700	55,000	55,000	
62496	F537 Computer Equip Rental	1,291	591	591	
62880.0000	Work Comp Insurance	5,158			
62880.1000	Claim Payments	5,142,594	6,041,000	5,541,000	(500,000)
62880.1001	Change in Liability	1,851,098		833,109	833,109
62885	Work Comp Stat Reim (TDISA)	1,553,188	1,442,607	1,942,607	500,000
62890	Unemployment Insurance	131,940	200,000	200,000	
		10,085,618	9,262,766	10,198,642	935,876
FUND TOTAL		\$ 10,085,618	\$ 9,262,766	\$ 10,198,642	\$ 935,876

Vehicle Equipment Replacement Fund

532.PW34A



This Fund provides for the replacement, repair, and maintenance of all general City motorized equipment. This includes equipment ranging from chain saws to fire engines and landfill bulldozers and everything in between. The Capital Outlay – Vehicles account reflects the cumulative dollars identified for vehicle replacement in FY 2014-15.

		EXPENDITURES FY 2012-13	BUDGET FY 2013-14	BUDGET FY 2014-15	CHANGE FROM PRIOR YEAR
STAFF YEARS		12.387	12.387	12.387	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 788,916	\$ 829,281	\$ 840,125	\$ 10,844
60006	Overtime	2,307	7,322	7,322	
60012	Fringe Benefits	204,595	195,813	196,538	725
60012.1008	Fringe Benefits - Retiree Benefits	191	5,995	6,194	199
60012.1509	Fringe Benefits - Pension	183,446	176,621	179,194	2,573
60012.1528	Fringe Benefits - Workers Comp	91,368	88,665	89,908	1,243
60015	Wellness Program	127			
60020	Projects Salaries	875			
60023	Uniform & Tool Allowance	4,463			
60031	Payroll Adjustment	1,226			
		1,277,514	1,303,697	1,319,281	15,584
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 114,385	\$ 124,400	\$ 124,400	
62085	Other Professional Services	22,167	26,600	26,600	
62170	Private Contractual Services	73,873	140,000	140,000	
62220	Insurance	119,453	101,140	105,876	4,736
62225	Custodial Services	139			
62240	Services of Other Dept - Direct	23,380	85,619	60,388	(25,231)
62260	Services of PW Mgmt	63,370			
62300	Special Departmental Supplies	20,933	10,872	10,872	
62405	Uniforms & Tools	3,713	8,070	8,070	
62420	Books & Periodicals		324	324	
62430	Auto Equip Maint & Repairs	1,730,307	1,700,000	1,700,000	
62435	General Equip Maint & Repairs	2,560	5,509	5,509	
62440	Office Equip Maint & Repairs	1,343	1,652	1,652	
62450	Build Grounds Maint & Repairs	17	2,070	2,070	
62455	Equipment Rentals	43,560	60,000	60,000	
62475	F532 Vehicle Equipment Rental	97,908	110,295	112,258	1,963
62485	F535 Comm Equip Rental	12,663	12,663	13,298	635
62496	F537 Computer Equip Rental	18,613	17,933	18,960	1,027
62700	Memberships & Dues		276	276	
62755	Training	3,330	28,000	28,000	
62780	Fuel - Oil	1,552,087	1,580,000	1,580,000	
62875	Judgments - Uninsured Losses	36,382	100,000	100,000	
62895	Miscellaneous		100	100	
63010	Depreciation - Infrastructure	138,850	138,850	138,850	
63015	Depreciation - Mach & Equip	118,571	96,602	96,343	(259)
63035	Depreciation - Vehicles	2,094,242	1,839,051	1,834,392	(4,659)
63040	Depreciation - Comps/Software	43,593			
63050	Non-capitalized assets		15,000	15,000	
63131.1002	Overhead Recovery	(27,810)			
63310	Inventory Overhead	49,441	3,433	3,433	
		6,357,070	6,208,459	6,186,671	(21,788)

Vehicle Equipment Replacement Fund

532.PW34A



	EXPENDITURES FY 2012-13	BUDGET FY 2013-14	BUDGET FY 2014-15	CHANGE FROM PRIOR YEAR
CAPITAL OUTLAY				
15101 Vehicles - Clearing	\$ 1,045,150	\$ 1,563,265	\$ 1,930,260	\$ 366,995
	1,045,150	1,563,265	1,930,260	366,995
CAPITAL IMPROVEMENTS				
15042.18410 Replace/Repair Flare at Yard	\$ 85,333			
	85,333			
PROGRAM TOTAL	\$ 8,765,067	\$ 9,075,421	\$ 9,436,212	\$ 360,791

Office Equipment Replacement Fund

533.ND000



This Fund provides for the orderly replacement and maintenance of office equipment such as furniture, tools, and machines. These activities are coordinated through the Financial Services Department's Budget Division.

BUDGET HIGHLIGHTS

The Capital Outlay Holding account provides for scheduled replacement of all office equipment that is at the end of its useful life, pending staff review. During the year, funds from this account are released into a designated account to replace assets.

FUND SUMMARY

	EXPENDITURES 2012-13	BUDGET 2013-14	BUDGET 2014-15	CHANGE FROM PRIOR YEAR
Materials, Supplies, Services	\$ 405,584	\$ 372,074	\$ 174,880	\$ (197,194)
Capital Outlay	10,998	113,670	200,445	86,775
Contributions to Other Funds	126,882	6,400,000		(6,400,000)
TOTAL	\$ 543,464	\$ 6,885,744	\$ 375,325	\$ (6,510,419)

	EXPENDITURES FY 2012-13	BUDGET FY 2013-14	BUDGET FY 2014-15	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62496 F537 Computer Equip Rental	\$ 237	\$ 237	\$ 237	
63015 Depreciation - Mach & Equip	268,499	217,151	22,219	(194,932)
63040 Depreciation - Comps/Software	10,814	10,278	8,564	(1,714)
63045 Depreciation - Other	3,097	548		(548)
63050 Non-capitalized assets				
	282,647	228,214	31,020	(197,194)
CAPITAL OUTLAY				
70011 Operating Equipment	\$ 10,998			
70020 Holding - Capital		113,670	200,445	86,775
	10,998	113,670	200,445	86,775
CONTRIBUTIONS TO OTHER FUNDS				
85101.0001 Contribution to Fund 001	\$ 126,882			
85101.0531 Contribution to Fund 531		5,900,000		(5,900,000)
85101.0534 Contribution to Fund 534		500,000		(500,000)
	126,882	6,400,000		(6,400,000)
Program Total	\$ 420,527	\$ 6,741,884	\$ 231,465	\$ (6,510,419)

Office Equipment Replacement Fund

533.ND000



This section contains items budgeted within multiple departmental cost centers contained within this fund. The Non-Capitalized Assets accounts were set up in FY 2003-04 to serve as a yearly office equipment "allowance" for City Departments. Departments may use these accounts to purchase items costing less than \$5,000.

	EXPENDITURES FY 2012-13	BUDGET FY 2013-14	BUDGET FY 2014-15	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
CC01D.63050 Non-capitalized assets		\$ 259	\$ 259	
CD21A.63050 Non-capitalized assets	88			
CD31A.63050 Non-capitalized assets		319	319	
CD35A.63050 Non-capitalized assets		164	164	
CD41A.63050 Non-capitalized assets		932	932	
CP01A.63050 Non-capitalized assets		259	259	
CT01A.63050 Non-capitalized assets		612	612	
FD01A.63050 Non-capitalized assets	2,051	2,191	2,191	
FD02A.63050 Non-capitalized assets	28,375	24,530	24,530	
FD03A.63050 Non-capitalized assets	3,657	3,917	3,917	
FD04A.63050 Non-capitalized assets	32,402	3,740	3,740	
FD05A.63051 Non-capitalized assets	163			
FN01A.63050 Non-capitalized assets		634	634	
FN02A.63050 Non-capitalized assets		647	647	
IT01A.63050 Non-capitalized assets		172	172	
LB01A.63050 Non-capitalized assets		11,765	11,765	
LB02A.63050 Non-capitalized assets		996	996	
MS02A.63050 Non-capitalized assets		3,145	3,145	
MS03A.63050 Non-capitalized assets		432	432	
PD01A.63050 Non-capitalized assets	3,269	2,898	2,898	
PD02A.63050 Non-capitalized assets		1,051	1,051	
PD03A.63050 Non-capitalized assets	52,593	45,864	45,864	
PD04A.63050 Non-capitalized assets	339	138	138	
PD07A.63050 Non-capitalized assets		1,180	1,180	
PR21A.63050 Non-capitalized assets		1,924	1,924	
PR22A.63050 Non-capitalized assets		2,093	2,093	
PR23A.63050 Non-capitalized assets		7,362	7,362	
PR31A.63050 Non-capitalized assets		2,010	2,010	
PR31B.63050 Non-capitalized assets		221	221	
PR31E.63050 Non-capitalized assets		1,110	1,110	
PR32A.63050 Non-capitalized assets		885	885	
PR32B.63050 Non-capitalized assets		2,987	2,987	
PR32C.63050 Non-capitalized assets		626	626	
PR32D.63050 Non-capitalized assets		314	314	
PR32F.63050 Non-capitalized assets		2,784	2,784	
PR46A.63050 Non-capitalized assets		7,105	7,105	
PW11A.63050 Non-capitalized assets		282	282	
PW22A.63050 Non-capitalized assets		488	488	
PW22B.63050 Non-capitalized assets		1,585	1,585	
PW22D.63050 Non-capitalized assets		2,120	2,120	
PW32C.63050 Non-capitalized assets		216	216	
PW33A.63050 Non-capitalized assets		2,418	2,418	
PW33B.63050 Non-capitalized assets		834	834	
PW35A.63050 Non-capitalized assets		651	651	
	122,937	143,860	143,860	
Program Total	\$ 122,937	\$ 143,860	\$ 143,860	

Municipal Building Maintenance Fund



This Fund provides for the maintenance of general government buildings. The Public Works Department administers this Fund and Park, Recreation and Community Services handles a portion of funds specifically designated for park facilities projects. Fund 534's funding comes from five percent of the City's sales tax revenues.

FUND SUMMARY

	EXPENDITURES 2012-13	BUDGET 2013-14	BUDGET 2014-15	CHANGE FROM PRIOR YEAR
Staff Years	1.000	1.000	1.000	
Salaries & Benefits	\$ 66,895	\$ 69,286	\$ 75,013	\$ 5,727
Materials, Supplies, Services	2,742,759	2,809,820	2,086,417	(723,403)
Capital Improvements	345,771	825,000	572,500	(252,500)
Contributions to Other Funds	2,502,691			
TOTAL	\$ 3,155,425	\$ 3,704,106	\$ 2,733,930	\$ (970,176)

Park Facilities Maintenance Program 534.PR21A

Park, Recreation and Community Services receives a set portion of funds from the allocation to Fund 534 to be used towards maintenance of park facilities. Each year, staff evaluates needs and may allocate toward specific projects as designated in the Capital Improvements section. Specific details on each of the identified projects may be found within the Capital Improvement Program (CIP) budget.

	EXPENDITURES FY 2012-13	BUDGET FY 2013-14	BUDGET FY 2014-15	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62170 Private Contractual Services	\$ 16,292	\$ 100,000	\$ 200,000	\$ 100,000
62450 Build Grounds Maint & Repairs	71,788	200,000	150,000	(50,000)
63000 Depreciation - Land Improvements		36,547		(36,547)
63005 Depreciation - Buildings		91,877		(91,877)
63010 Depreciation - Infrastructure	1,108	5,384		(5,384)
63045 Depreciation - Other		2,632		(2,632)
	89,188	436,440	350,000	(86,440)
CAPITAL IMPROVEMENTS				
15032.17622 Irrigation Repairs & Improvements	\$ (2,130)	\$ 50,000		\$ (50,000)
15032.19055 Mountain View Park Restroom	10,988			
15032.20618 Drinking Fountain Improvements	24,781		50,000	50,000
15032.20600 Picnic Facility Improvements			20,000	20,000
71000.21276 Park Facilities Recycled Water			32,500	32,500
	33,639	50,000	102,500	52,500
CONTRIBUTIONS TO OTHER FUNDS				
85101.0370 Contribution to Fund 370	\$ 300,000			
	300,000			
PROGRAM TOTAL	\$ 422,827	\$ 486,440	\$ 452,500	\$ (33,940)

Municipal Building Maintenance Fund

Field Services - Building Maintenance

534.PW33A



Public Works - Building Maintenance Division oversees a variety of projects related to the improvement of existing municipal facilities. The Private Contractual Services account is used to fund building core systems maintenance and repair contracts.

		EXPENDITURES FY 2012-13	BUDGET FY 2013-14	BUDGET FY 2014-15	CHANGE FROM PRIOR YEAR
STAFF YEARS		1.000	1.000	1.000	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 45,434	\$ 39,959	\$ 43,032	\$ 3,073
60012	Fringe Benefits	5,325	14,819	14,882	63
60012.1008	Fringe Benefits - Retiree Benefits		484	500	16
60012.1509	Fringe Benefits - Pension	9,804	8,266	9,516	1,250
60012.1528	Fringe Benefits - Workers Comp	6,317	5,758	7,083	1,325
60031	Payroll Adjustment	15			
		66,895	69,286	75,013	5,727
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 176,954	\$ 180,000	\$ 180,000	
62170	Private Contractual Services	1,492,880	1,320,000	1,327,500	7,500
62170.16665	Misc Paint/Repairs Various Buildings	69,230	60,000	60,000	
62170.17420	Pop Up Projects	2,768	100,000	100,000	
62170.20307	Plumbing Rehabilitation	15,324			
62170.20308	Electrical Rehabilitation	21,773			
62170.20309	HVAC Rehabilitation	30,000			
62220	Insurance	29,863	15,443	6,617	(8,826)
62300	Special Departmental Supplies	1,967			
62450	Build Grounds Maint & Repairs	120			
62485	F535 Comm Equip Rental		50,149	58,824	8,675
62496	F537 Computer Equip Rental	1,719	1,719	3,476	1,757
62895	Miscellaneous	16			
63000	Depreciation - Land Improvements	9,698	525		(525)
63005	Depreciation - Buildings	239,099	200,241		(200,241)
63010	Depreciation - Infrastructure	198,027	106,026		(106,026)
63011	Depreciation - Road & Street	1,558	1,558		(1,558)
63014	Depreciation - Parks	250	250		(250)
63015	Depreciation - Mach & Equip	354,187	337,469		(337,469)
63045	Depreciation - Other	8,138			
		2,653,571	2,373,380	1,736,417	(636,963)

Municipal Building Maintenance Fund

Field Services - Building Maintenance

534.PW33A



	EXPENDITURES FY 2012-13	BUDGET FY 2013-14	BUDGET FY 2014-15	CHANGE FROM PRIOR YEAR
CAPITAL IMPROVEMENTS				
15022.15704 Waterproofing of ASB	\$ (35,196)			
15022.18423 HVAC Repair/Replc Police/Fire	(58,660)			
15022.19619 Inspect HazMat at City Facilities	97,065			
15022.19626 Roof Repair/Replace at 7 Fac	(1,050)			
15022.20079 Nature Center Windows	(304)			
15022.20080 EOC Generator Installation	(15,660)			
15022.20084 Roof Surveys & Inspections	950			
15022.20542 Annual Roof Repair/Replacem	5,050		163,000	163,000
15022.20543 HVAC Repair/Replacement	316,818	250,000	157,000	(93,000)
15022.20938 Annual HazMat Abatement		50,000		(50,000)
15022.20940 City Hall Paint & Flooring		20,000		(20,000)
15022.20941 Downtown Metrolink Stn Elevator		60,000		(60,000)
15022.20942 ASB Fire Sprinkler Installation		175,000		(175,000)
15022.20943 Verdugo Recreation Center		140,000		(140,000)
15022.20944 McCambridge Exterior Repairs		50,000		(50,000)
15032.12986 Citywide Seismic Retrofit Design		30,000		(30,000)
70019.21271 Annual HazMat Consulting			120,000	120,000
70019.21298 Annual Roof Surveys & Inspections			30,000	30,000
15032.17475 ASB HVAC Modification	(3,500)			
15032.17551 City Facilities Roof Repairs	6,619			
	312,132	775,000	470,000	(305,000)
CONTRIBUTIONS TO OTHER FUNDS				
85101.0370 Contribution to Fund 370	\$ 2,202,691			
	2,202,691			
PROGRAM TOTAL	\$ 5,235,289	\$ 3,217,666	\$ 2,281,430	\$ (936,236)

Communication Equipment Replacement Fund

535



This Fund provides for the maintenance and operational support of citywide safety and non-safety communications equipment, such as telephones, radios, etc. The Fund also provides support for public address, video security, access control systems and provisioning of One Burbank's customer premise equipment. The departments are billed for these services in the Communication Rental (62485) accounts. The Burbank Water & Power Department administers this Fund.

FUND SUMMARY

	EXPENDITURES 2012-13	BUDGET 2013-14	BUDGET 2014-15	CHANGE FROM PRIOR YEAR
Staff Years	6.000	6.000	6.000	
Salaries & Benefits	\$ 759,801	\$ 667,752	\$ 694,062	\$ 26,310
Materials, Supplies, Services	2,163,248	2,088,652	2,255,572	166,920
Capital Outlay	157,229	3,002,600	2,078,750	(923,850)
TOTAL	\$ 3,080,278	\$ 5,759,004	\$ 5,028,384	\$ (730,620)

Communications Equipment Replacement Fund

Telephone System

535.PS71A-B



This program provides the maintenance, operation and replacement of the City's telephone system.

		EXPENDITURES FY 2012-13	BUDGET FY 2013-14	BUDGET FY 2014-15	CHANGE FROM PRIOR YEAR
STAFF YEARS		0.700	1.000	2.200	1.200
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 1,790	\$ 219,953	\$ 226,289	\$ 6,336
60006	Overtime	185	15,000	15,000	
60012	Fringe Benefits	719	82,508	84,770	2,262
60020	Project Salaries	228,499	150,000	150,000	
60021	Project Salaries Overhead	262,773	172,500	172,500	
60023	Uniform & Tool Allowance	180	1,916		(1,916)
		494,145	641,877	648,559	6,682
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 387,276	\$ 280,300	\$ 280,184	\$ (116)
62085	Other Professional Services		50,000	50,000	
62170	Private Contractual Services	240,406	177,500	214,000	36,500
62300	Special Departmental Supplies	24,356	27,000	25,000	(2,000)
62310	Office Supplies	1,052	700	1,200	500
62316	Software & Hardware	27,849			
62320	Telephone Supplies & Maint	10,405	17,750	15,000	(2,750)
62400	Telephone Supplies Handling		13,500		(13,500)
62440	Office Equipment Maint & Repair	1,826	1,030	1,850	820
62485	F535 Comm Equip Rental	19,508	20,025	32,824	12,799
62496	F537 Computer Equip Rental	1,047	1,047	1,786	739
62710	Travel		6,386		(6,386)
62755	Training	2,481	41,200	20,200	(21,000)
63131.1000	Overhead Recovery - Fleet	13,094	9,166	9,166	
63310	Inventory Overhead	1,821	1,882	1,882	
		731,122	647,486	653,092	5,606
CAPITAL OUTLAY					
15022.20363	Buildout Fiber Connectivity	\$ 45,268			
15042.18762	City Phone System				
15042	Mach & Equip/Other Assets	44,910	62,100	41,250	(20,850)
15141	Telephone System-Clearing		55,500		(55,500)
		90,178	117,600	41,250	(76,350)
PROGRAM TOTAL		\$ 1,315,445	\$ 1,406,963	\$ 1,342,901	\$ (64,062)

Communications Equipment Replacement Fund

Radio System

535.PS72A-B/PS73A



This program provides the maintenance, operation and replacement of the City's UHF Radio System.

	EXPENDITURES FY 2012-13	BUDGET FY 2013-14	BUDGET FY 2014-15	CHANGE FROM PRIOR YEAR
STAFF YEARS	5.300	5.000	3.800	(1.200)
SALARIES & BENEFITS				
60001 Salaries & Wages	\$ 569,809	\$ 387,796	\$ 399,543	\$ 11,747
60006 Overtime	22,994	28,000	28,000	
60012 Fringe Benefits	87,736	143,439	149,460	6,021
60012.1008 Fringe Benefits - Retiree	744			
60012.1509 Fringe Benefits - Pension	95,314			
60012.1528 Fringe Benefits - Workers Comp	23,631			
60015 Wellness Program	630			
60020 Project Salaries	(252,705)	(250,000)	(250,000)	
60021 Project Salaries Overhead	(290,609)	(287,500)	(287,500)	
60023 Uniform & Tool Allowance	8,112	4,140	6,000	1,860
	265,656	25,875	45,503	19,628
MATERIALS, SUPPLIES, SERVICES				
62085 Other Professional Services		\$ 10,000	\$ 11,500	\$ 1,500
62170 Private Contractual Services			88,000	88,000
62220 Insurance	7,466	6,417	6,617	200
62225 Custodial Services	139			
62300 Special Departmental Supplies	4,078		6,000	6,000
62310 Office Supplies	816		5,000	5,000
62315 Radio Supplies & Maintenance	70,995	90,000	90,000	
62316 Software & Hardware		10,000	11,500	1,500
62330 Radio Batteries		12,000	12,000	
62395 Radio Supplies Handling		7,500		(7,500)
62420 Books & Periodicals		500		(500)
62430 Auto Equipment Maint & Repairs	48	500		(500)
62435 General Equip Maint & Repairs	9,860	11,845		(11,845)
62465 Building Rentals	56,986	58,800	58,800	
62496 F537 Computer Equip Rental	314	314		(314)
62700 Memberships & Dues	600	750	825	75
62710 Travel	1,676			
62755 Training		12,102	15,800	3,698
62895 Miscellaneous	73,372			
63005 Depreciation - Buildings	56,049		284,000	284,000
63015 Depreciation - Mach & Equip	1,126,143		997,000	997,000
63046 Depreciation - Radio	5,836	1,211,000	6,000	(1,205,000)
63131 Overhead Recovery	11,173	7,751	7,751	
63310 Inventory Overhead	6,574	1,687	1,687	
	1,432,126	1,441,166	1,602,480	161,314
CAPITAL OUTLAY				
15021 Bldg Improvements/Infrastructure		\$ 800,000		\$ (800,000)
15041 Mach & Equip/Other Assets	67,051	21,000		(21,000)
15141 Radio-Clearing		2,064,000	2,037,500	(26,500)
	67,051	2,885,000	2,037,500	(847,500)
PROGRAM TOTAL	\$ 1,764,833	\$ 4,352,041	\$ 3,685,483	\$ (666,558)

Computer Equipment Replacement Fund



This Fund supports the maintenance, replacement and upgrade of existing and new computer and network equipment as well as software. These activities are coordinated through the Information Technology Department. **Operations** provides for the replacement of personal computers and peripheral equipment, other hardware and software needs. **Networking** provides for the network infrastructure. **Oracle** provides for the financials (including budget and payroll), human resources, and work order/asset management systems.

FUND SUMMARY

	EXPENDITURES 2012-13	BUDGET 2013-14	BUDGET 2014-15	CHANGE FROM PRIOR YEAR
Staff Years	2.000	2.000	2.000	
Salaries & Benefits	\$ 136,691	\$ 158,110	\$ 157,088	\$ (1,022)
Materials, Supplies, Services	3,800,091	3,193,015	2,273,854	(919,161)
Capital Outlay	82,279	202,500	1,195,850	993,350
	<u>\$ 3,882,370</u>	<u>\$ 3,553,625</u>	<u>\$ 3,626,792</u>	<u>\$ 73,167</u>

Operations 537.IT01A

	EXPENDITURES 2012-13	BUDGET 2013-14	BUDGET 2014-15	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
62170 Private Contractual Services	\$ 17,629			
62440 Office Equip Maint & Repairs	217,104	275,000	275,000	
62496 F537 Computer Equip Rentals	3,372	3,372	3,248	(124)
63040 Depreciation - Comps./Software	751,706	742,682	393,775	(348,907)
63050 Non-Capitalized Assets - PCs	359,847	200,000	200,000	
	<u>1,349,658</u>	<u>1,221,054</u>	<u>872,023</u>	<u>(349,031)</u>
PROGRAM TOTAL	<u>\$ 1,349,658</u>	<u>\$ 1,221,054</u>	<u>\$ 872,023</u>	<u>\$ (349,031)</u>

Computer Equipment Replacement Fund

Networking

537.IT02A



		EXPENDITURES 2012-13	BUDGET 2013-14	BUDGET 2014-15	CHANGE FROM PRIOR YEAR
STAFF YEARS		2.000	2.000	2.000	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 94,405	\$ 102,431	\$ 102,431	
60012	Fringe Benefits	20,306	30,469	30,370	(99)
60012.1008	Fringe Benefits - Retiree		968	1,000	32
60012.1509	Fringe Benefits - Pension	20,479	21,190	22,652	1,462
60012.1528	Fringe Benefits - Workers Comp	1,501	3,052	635	(2,417)
		136,691	158,110	157,088	(1,022)
MATERIALS, SUPPLIES, SERVICES					
62170	Private Contractual Services	\$ 37,500	\$ 35,000	\$ 40,000	\$ 5,000
62440	Office Equip Maint & Repairs	247,706	325,000	325,000	
62895	Miscellaneous	31			
63040	Depreciation - Comps/Software	219,932	102,816	45,733	(57,083)
63050	Non-capitalized assets	56,427	50,000	150,000	100,000
		561,596	512,816	560,733	47,917
CAPITAL OUTLAY					
15111	Computers & Software - Clearing		\$ 143,000	\$ 972,900	\$ 829,900
			143,000	972,900	829,900
PROGRAM TOTAL		\$ 698,287	\$ 813,926	\$ 1,690,721	\$ 876,795

GIS

537.IT03A

		EXPENDITURES 2012-13	BUDGET 2013-14	BUDGET 2014-15	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES					
62170	Private Contractual Services	\$ 3,518	\$ 50,000		\$ (50,000)
62440	Office Equip Maint & Repairs	26,964	32,000	32,000	
		30,482	82,000	32,000	(50,000)
CAPITAL OUTLAY					
15111	Computers & Software - Clearing		\$ 15,000		\$ (15,000)
			15,000		(15,000)
PROGRAM TOTAL		\$ 30,482	\$ 97,000	\$ 32,000	\$ (65,000)

Computer Equipment Replacement Fund

Oracle

537.IT04A



		EXPENDITURES 2012-13	BUDGET 2013-14	BUDGET 2014-15	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES					
62170	Private Contractual Services	\$ 183,914	\$ 40,000	\$ 97,200	\$ 57,200
62440	Office Equip Maint & Repairs	341,516	350,000	350,000	
62755	Training	10,154			
63040	Depreciation - Comps./Software	1,004,093	690,975		(690,975)
63050	Non-capitalized assets	6,308			
		1,545,985	1,080,975	447,200	(633,775)
PROGRAM TOTAL		\$ 1,545,985	\$ 1,080,975	\$ 447,200	\$ (633,775)

Document Imaging

537.IT05A

		EXPENDITURES 2012-13	BUDGET 2013-14	BUDGET 2014-15	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES					
62440	Office Equip Maint & Repairs	\$ 17,288	\$ 20,000	\$ 20,000	
63040	Depreciation - Comps./Software	729		2,919	2,919
		18,017	20,000	22,919	2,919
PROGRAM TOTAL		\$ 18,017	\$ 20,000	\$ 22,919	\$ 2,919

This section contains items that are budgeted within multiple departmental cost centers contained in this fund.

		EXPENDITURES 2012-13	BUDGET 2013-14	BUDGET 2014-15	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES					
PD01A.62316	Software & Hardware	\$ 8,700			
CC01A.62440	Office Equip Maint & Repairs	5,000	5,250	5,250	
CD26A.62440	Office Equip Maint & Repairs	29,738	15,813	18,500	2,687
CD32B.62440	Office Equip Maint & Repairs	7,610	7,989	8,789	800
CD41A.62440	Office Equip Maint & Repairs	22,026			
CD42A.62440	Office Equip Maint & Repairs		110,000	110,000	
CM02A.62440	Office Equip Maint & Repairs	42,127	43,289	45,423	2,134
FD01A.62440	Office Equip Maint & Repairs	8,526	11,361	17,856	6,495
FD04A.62440	Office Equip Maint & Repairs	9,800	10,290	10,056	(234)
PD01A.62440	Office Equip Maint & Repairs	151,473	32,000	80,000	48,000
PD04A.62440	Office Equip Maint & Repairs	7,673	7,673	11,723	4,050
PR32A.62440	Office Equip Maint & Repairs	8,044	8,373	7,250	(1,123)
PW21B.62440	Office Equip Maint & Repairs		24,132	24,132	
PD01A.63050	Non Capitalized Assets	2,336			
		294,353	276,170	338,979	62,809
CAPITAL OUTLAY					
FD04A.15111	Computers & Software-Clearing			\$ 15,000	\$ 15,000
PD01A.15111	Computers & Software-Clearing	82,279	29,500	160,950	131,450
PW21A.15111	Computers & Software-Clearing		15,000	47,000	32,000
		82,279	44,500	222,950	178,450
PROGRAM TOTAL		\$ 376,632	\$ 320,670	\$ 561,929	\$ 241,259

INTERNAL SERVICE FUNDS

Authorized Positions



Vehicle Equipment Replacement Fund

CLASSIFICATION TITLES	STAFF YEARS 2012-13	STAFF YEARS 2013-14	STAFF YEARS 2014-15	CHANGE FROM PRIOR YEAR
Fleet Maint. Tech	5.859	5.859	5.859	
Fleet Services Supv	0.700	0.700	0.700	
Fleet Supt	0.850	0.850	0.850	
Skilled Worker	0.500	0.500	0.500	
Sr Fleet Maint. Tech	3.000	3.000	3.000	
Tire Maint Wkr	0.681	0.681	0.681	
Welder	0.797	0.797	0.797	
TOTAL STAFF YEARS	12.387	12.387	12.387	

Municipal Building Maintenance Fund

CLASSIFICATION TITLES	STAFF YEARS 2012-13	STAFF YEARS 2013-14	STAFF YEARS 2014-15	CHANGE FROM PRIOR YEAR
Utility Worker	1.000	1.000	1.000	
TOTAL STAFF YEARS	1.000	1.000	1.000	

Communications Equipment Replacement Fund

CLASSIFICATION TITLES	STAFF YEARS 2012-13	STAFF YEARS 2013-14	STAFF YEARS 2014-15	CHANGE FROM PRIOR YEAR
Comm Technician	3.000	3.000	3.000	
Comm Tech Supervisor	1.000	1.000	1.000	
Manager Comm System	1.000	1.000	1.000	
Sr Comm Technician	1.000	1.000	1.000	
TOTAL STAFF YEARS	6.000	6.000	6.000	

Computer Equipment Replacement Fund

CLASSIFICATION TITLES	STAFF YEARS 2012-13	STAFF YEARS 2013-14	STAFF YEARS 2014-15	CHANGE FROM PRIOR YEAR
Tech Support Analyst I	2.000	2.000	2.000	
TOTAL STAFF YEARS	2.000	2.000	2.000	

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